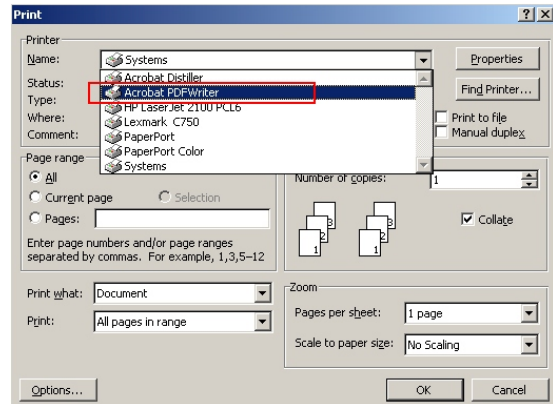


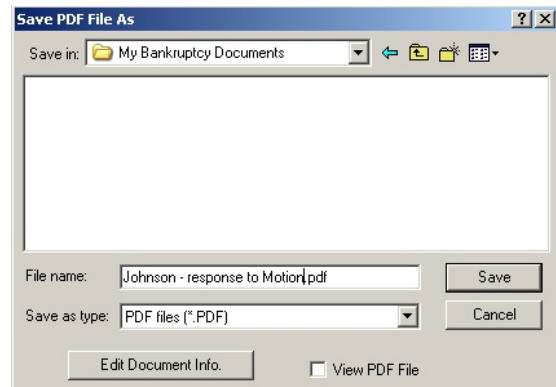
Creating a PDF

There are several ways to create a PDF. But the easiest and quickest process is convert to PDF right from a bankruptcy form preparation software or a word processing program. The most commonly program used program is called Adobe Acrobat. For example in Microsoft Word choose the option to print and then select the Acrobat PDF Writer as a printer.



After clicking OK, a window will appear asking where to save the PDF file. Choose the folder and then type a name for the document.

Next just file the document with the court using CM/ECF.



Other options

There are other options than using Adobe Acrobat. Some programs like WordPerfect version s 11 and 12 include a publish to PDF option. Some of the bankruptcy preparation software programs will allow you to convert directly to PDF. We list programs on our web site.

<http://www.mdb.uscourts.gov/CMECF/caseupload.htm>

You can also look for alternatives to Adobe Acrobat. Here is a link to Google.com and a search for free PDF conversion tools.

<http://www.google.com/search?hl=en&ie=UTF-8&q=free+PDF+conversion+software>

Please Note: The court does not support or endorse any particular program. Contact the vendors and determine the best program that meets your needs.

Scanning

There are also times that you need to scan a document that you did not create. Many scanning programs also have a convert to PDF option. Please note that in accordance with Administrative Order 04-01 you can only scan something you did not prepare. If you create it, you will convert it directly to PDF.